

Meeting Date: 11/19/2013

Report Type: Consent

Report ID: 2013-00857

Title: Order of Succession for the City Manager

Location: Citywide

Issue: The City Manager recommends adding the Public Works Director to the City Council's resolution establishing the order of succession in the event of absence or disability of the City Manager.

Recommendation: Pass a Resolution 1) establishing the order of succession in the event or absence or disability of the City Manager; and 2) repealing Resolution No. 2011-578.

Contact: Mark Prestwich, Special Projects Manager, (916) 808-5380, Office of the City Manager

Presenter: None

Department: City Manager

Division: Executive Office

Dept ID:

Attachments:

1-Description/Analysis

2-Resolution

City Attorney Review

Approved as to Form

Matthew Ruyak

10/31/2013 12:14:44 PM

Approvals/Acknowledgements

Department Director or Designee: Leyne Milstein - 10/30/2013 12:08:52 PM

Description/Analysis

Policy Considerations: A resolution of succession is required for the City's emergency plan and provides clear direction in the case of the City Manager's absence.

Economic Impacts: None

Environmental Considerations: The recommendation does not constitute a "project" and therefore is exempt from the California Environmental Quality Act (CEQA) according to Section 15061(b)(1) and 15378(b)(3) of the CEQA guidelines.

Sustainability: Not applicable

Commission/Committee Action: Not applicable

Rationale for Recommendation: This action will provide an updated resolution of succession on file to identify who will assume the City Manager's duties and obligations during the absence of the City Manager. A current resolution of succession is also needed for the City's emergency plan.

Financial Considerations: Not applicable

Emerging Small Business Development (ESBD): Not applicable

RESOLUTION NO.

Adopted by the Sacramento City Council

**REPEALING RESOLUTION 2011-578 AND ESTABLISHING ORDER OF
SUCCESSION IN THE EVENT OF ABSENCE OR DISABILITY OF THE
CITY MANAGER**

BACKGROUND

- A. The City of Sacramento requires a resolution of succession on file, in order to identify who will assume the City Manager's duties and obligations during the City Manager's absence.
- B. This resolution is needed in the event of the City Manager's absence for the City's emergency plan.
- C. During the unplanned absence or disability of the City Manager, the persons holding the office designated below in Section 2 in the order listed, shall assume the duties and obligations of the City Manager until such time as the City Manager shall return to duty. The persons holding the offices named below shall only assume the City Manager's duties if the person holding the office above them on the list is unavailable to assume such duties.
- D. During the planned absence of the City Manager, the City Manager may designate any of the individuals listed in Section 2 as Acting City Manager.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY
COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. Resolution No. 2011-578 is repealed.
- Section 2. In the event of an unplanned absence or disability of the City Manager, the list of offices and names is as follows (in order of succession):
 - 1. Assistant City Manager John Dangberg
 - 2. Finance Director Leyne Milstein
 - 3. Public Works Director Jerry Way
- Section 3. In the event of a planned absence, the City Manager may designate any of the individuals listed in Section 2 as Acting City Manager.